



COMDTINST 16794.1  
JAN 29 1997

## COMMANDANT INSTRUCTION 16794.1

Subj: AUXILIARY NATIONAL "C" SCHOOLS PROGRAM

Ref: (a) Auxiliary Manual, COMDTINST M16790.1(series)  
(b) Commandant Notice 16794 dated 02OCT95  
(c) Commandant Notice 1540 dated 17JUL96  
(d) U.S. Coast Guard Internet Home Page, Resident and Exportable Training Courses - CG Auxiliary Courses, Index of Schools  
<http://www.dot.gov/dotinfo/uscg/hg/q-wt/q-wtt/1540/auxi.htm#AUX-03>

1. PURPOSE. This Instruction promulgates policy for recruiting, hosting and administering the Auxiliary National "C" Schools program and Auxiliary attendance at Coast Guard Resident and Exportable Training Courses.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units and assistant commandants for directorates shall ensure units under their command which oversee or direct Auxiliary operations adhere to this Instruction's provisions. Coast Guard Auxiliarists who participate in either the Auxiliary National "C" Schools or Coast Guard Resident and Exportable Training Courses shall be aware of this Instruction's contents and conform with its provisions.
3. DIRECTIVES AFFECTED. The changes outlined in this Instruction will be incorporated into the next change to references (a), (b), (c) and (d), and all other appropriate manuals, instructions, and publications affected.
4. DISCUSSION.
  - a. The mission of the Coast Guard Auxiliary National Schools program is to assist the Coast Guard in delivering mission essential training authorized by law in Title 14 USC and by the Commandant.

- b. Coast Guard sponsored Auxiliary educational activity is "education outreach" to our Auxiliary customers. Auxiliary training is a three tiered educational process and delivery system. These three tiers are:
  - (1) Level A: *Flotilla Level* training and certification.
  - (2) Level B: *District Level* training, District Training Conferences, National "N" Train District Staff Officer training.
  - (3) Level C: *National Level* training, residential Auxiliary "C" schools.

The goals for each tier differ. Auxiliary National "C" Schools, and Coast Guard Resident schools are typically at Coast Guard Training facilities. Exportable training courses are conducted at Coast Guard Commands to reduce travel costs for program managers. However, since its inception, Auxiliary training and residential type education have operated without a command advocate at Coast Guard training centers. A cohesive approach to Coast Guard Auxiliary training needs to focus on correcting long- standing deficiencies, improving internal and external communications, and providing our customers training in Coast Guard essential skills which foster a "trained, qualified, and fit for duty" resource. Therefore, the following changes are effective immediately:

## 5. IMPLEMENTATION.

- a. Auxiliary National "C" School Courses. The current application form CGAUX-13 Auxiliary National School Application Form is canceled. The Coast Guard Short-Term Resident Training Request form, CG-5223, is substituted and can be ordered through the Auxiliary National Supply Center or is available through any Coast Guard command. A sample form is attached as enclosure (1). Available course quotas are listed in references (c) and (d). A sample of this information is provided as enclosure (2). Commandant (G-OCX-1) will schedule and control the distribution of quotas for all Auxiliarists, civilians, reservists and active duty members to Auxiliary National "C" School courses. The Training Quota Center (TQC) will execute travel orders and transportation arrangements.
- b. Coast Guard Resident (Class "C") Courses. Applicants for OPEN QUOTA slots shall submit form CG-5223. Information on

the Coast Guard's training program is outlined in the Training and Education Manual, COMDTINST M1500.10B. Since the object of short-term training is to fulfill unit needs for skilled personnel, requests for training should normally be originated by the unit commanding officer or flotilla commander.

6. PROCEDURES. Requests should be received by the action office at least twelve weeks prior to the class convening date to allow for proper quota acquisition and order issuance. The action office is listed in reference (d) on the Index of Schools section, block marked "Send Training Request To". Individual Auxiliarists should prepare training requests as described below. Personnel selected for courses listed in enclosure (2) and COMDTNOTE 1540 will be issued orders four to six weeks prior to class convening date by the Training Quota Command (TQC), Norfolk, VA. Typically, all Coast Guard "A" and "C" School orders are issued from TQC.
  - a. Selection Procedures: For courses listed in COMDTNOTE 1540, quotas will be distributed equitably based on indicated levels of training at each unit. For all solicited courses, coordination with program/support managers, commanders of Integrated Systems Commands, and/or Directors of Auxiliary is utilized to insure the limited quotas available are allocated in the best interest of the Service.
  - b. Quota Information: Commandant (G-WTT-3) will schedule and control the distribution of quotas for all Auxiliarists to Coast Guard resident and exportable training courses.
  - c. Funding Policy: Commandant (G-WTT-3) continues to fund all courses listed in enclosure (1) to COMDTNOTE 1540, and any other appropriate training requested, subject to the availability of funds.
  - d. Resident (Class "C") Course Information: Advanced courses are listed in enclosure (1) to COMDTNOTE 1540. This information is available through the Coast Guard Home Page on the Internet.
  - e. Disenrollments: The Commandant may disenroll any individual from a course of instruction when that individual fails to maintain the academic standards required by the institution or training center in which enrolled or fails to maintain those standards of performance, conduct and appearance expected of Coast Guard Auxiliary personnel.

COMDTINST 16794.1  
JAN 29 1997

- f. Documentation: Individuals enrolled in courses of instruction contained in this section are responsible for ensuring AUXMIS II data entries for course completion are done. District Auxiliary member records should be updated to reflect current training accomplishments.
7. FORMS/REPORTS. The Short-term Resident Training Request Form (CG-5223) may be ordered from the Coast Guard Supply Center Baltimore, using the following stock number:  
Stock No. 7530-01-GF2-9200  
Description: 5 PT Set  
Unit of Issue: Set

T. L. TERRIBERRY  
Captain, U.S. Coast Guard  
Director of Operations  
Capability Directorate

- Encl: (1) Sample, Short-Term Resident Training Request  
(Rev. 6-84), CG-5223 (with filing instructions)  
(2) Sample, CG Auxiliary Courses listed on Internet site for "FY97 Class Convening  
Schedule for Coast Guard Class "A" and "C" Resident and Exportable Training  
Courses [COMDTNOTE 1540 is published information which is concurrently made  
available on the U.S. Coast Guard's Internet site].

NON-STANDARD DISTRIBUTION BELOW:

Copy: NAVCO-CG/SS  
DSO-MT  
DSO-CC  
DSO-VE  
DSO-OPS  
All Auxiliary Flotilla Commanders  
Auxiliary Executive Committee  
Auxiliary Staff Operating Committee

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5223 (Rev. 6-84)		<b>SHORT-TERM RESIDENT TRAINING REQUEST</b> <i>(Information on this form are Privacy Act Protected, 5USC 522(a))</i> (When filling in items 1. thru 22. NOTE (M) MANDATORY or (O) OPTIONAL				1. DATE (M)	
						2. REQUEST STATUS <i>(Check one)</i>	
3. SERVICE NUMBER (M)		4. NAME <i>(Last, Initials)</i> (M)		5. RANK/RATE (M)		A (M) INITIAL	C (M) CORRECTED
						B RESUB- MISSION (M)	D CANCEL- LATION (M)
7. COURSE TITLE/NUMBER (M)		8. UNIT (M)		9. OFFAC NUMBER (M)		6. ROTATION DATE <i>(Estimate)</i> (M)	
						YEAR MONTH	
12. TRAINING SOURCE/LOCATION (O)		14. BILLING ADDRESS <i>(When applicable)</i> (O)		15. PRIORITY <i>(Code)</i> (M)		11. TELEPHONE NUMBER (M)	
						AREA CODE NUMBER EXT	
13. TUITION AND FEES <i>(When applicable)</i> (O)		17. COURSE CONVENING PREFERENCE (M)		16. COURSE DURATION (O)		WEEKS DAYS	
						WEEKS DAYS	
A FIRST CHOICE (M)		B SECOND CHOICE (M)		C. THIRD CHOICE (M)			
YEAR MONTH DAY		YEAR MONTH DAY		YEAR MONTH DAY			
18. QUALIFICATION CODES OF APPLICANT (O)		19. MEETS COURSE PREREQUISITES (M) <i>(e.g. Prior courses/rate)</i> <i>(Check applicable box)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		20. EXPIRATION OF ENLISTMENT DATE (M)			
21. TRAINING NEEDS ANALYSIS (M)		A. NO PERSONNEL UNIT (M) REQUIRED TRAINED IN COURSE		B. NO PERSONNEL WITH TRAINING O/B (M)		C. NO PERSONNEL "ORDERED IN" WITH TRAINING (M)	
						D. NO PERSONNEL "ORDERED OUT" WITH TRAINING (M)	
22. SUPPORTING REMARKS AND COURSE DESCRIPTION <i>(Attach course literature; for commercial sources)</i> (O)							
THIS IS A SAMPLE FORM MULTICARBON FORM SET MUST BE USED							
23. FIRST ENDORSEMENT FORWARDED  <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <i>(Remarks required)</i>		UNIT/ACTIVITY				DATE	
		C. REMARKS					
24. SECOND ENDORSEMENT FORWARDED  <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <i>(Remarks required)</i>		D. TITLE				E. SIGNATURE	
25. QUOTA STATUS <i>(Action office use only)</i>		A. QUOTA REQUIRED		B. QUOTA REQUESTED		C. QUOTA GRANTED	
		REASON NOT GRANTED					
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO			

PREVIOUS EDITION IS OBSOLETE

PART 1. ACTION COPY

Enclosure (1) to COMDTINST 16794.1

Detailed Instructions for Auxiliarists submitting Short-term Resident Training Requests:

- Block 1. Enter date request prepared.
- Block 2. Check appropriate request status block.
- Block 3. Utilize Social Security Number for Auxiliary requests. Refer to Privacy Act Statement on the reverse side of Part III.
- Block 4. Complete as indicated. Requests must specify a specific person. "Select and direct" is no longer acceptable.
- Block 5. Auxiliarists indicate "CIV/AUX" in Rank/Rate block.
- Block 6. Not applicable for Auxiliarists.
- Block 7. Provide complete course title and number (example AUX-01) and AUXILIARY CAREER COUNSELOR AIM PROGRAM-AND-RECRUITING ASSISTANCE PROGRAM SCHOOL.
- Block 8. Enter Command/Unit title as listed in AUXMIS, e.g. "Flotilla St. Croix, VI or Flotilla Oklahoma City, OK, etc.)
- Block 9. Enter Auxiliary Flotilla unit identifier, alpha/numeric digits. Example: 09W-03-02-101.
- |          |   |          |          |               |
|----------|---|----------|----------|---------------|
| 09W      | - | 03       | - 02 -   | 101           |
| DISTRICT |   | DIVISION | FLOTILLA | Member Number |
- Block 10. Enter name/staff officer position of individual to contact for follow-up action. This Person would typically be the flotilla staff officer for member training.
- Block 11. Provide telephone number with area code and number.
- Block 12. Enter Command location where training is desired. A complete address and telephone number are required; requests without this information will not be processed. This information is contained in references (c) and (d).
- Block 13. Not applicable for Auxiliarists.

Block 14. Complete when applicable. For Auxiliarists normally not applicable.

Block 15. Use priority code 1, 2, or 3, as defined below:

1. Essential to mission accomplishment or program objectives, which, if training is not provided, will suffer a major adverse impact.
2. Directly relates to mission accomplishment or program objectives and should result in improved performance, but which, if training is not provided, will not suffer significant adverse impact.
3. Indirectly relates to mission accomplishment or program objectives, such as to enhance the overall ability of Coast Guard Auxiliary and Coast Guard personnel to perform better in subsequent assignments.

Block 16. Complete as indicated, (e.g. AUX IT/IT(T) course in four days). List 4 days (from duration section of index of schools)

Block 17. Complete choices as indicated. Desired class convening dates.

Block 18. List prerequisite qualification codes, if any. Auxiliarists should list current staff officer positions held.

Block 19. Complete as indicated.

Block 20. Insert "length of Auxiliary Service" (years of service).

Block 21. Complete as indicated. Not applicable for Auxiliarists to fill in.

Block 22. This block should be used to provide any pertinent information affecting the training request; for example, to describe course, where appropriate. If early notification (greater than 4 to 6 weeks before convening) is essential, provide reason. Auxiliarists must provide complete address for orders, additional phone numbers (if applicable). Indicate physical impairment/handicapped needs which may require special equipment or special dietary

Enclosure (1) to COMDTINST 16794.1

Block 22 (Continued). considerations. Due to command policy, there are NO cohabitation berthing facilities available under "C" School orders at any Coast Guard Training Commands. Indicate Gender (Male/Female) for berthing at training centers.

Block 23. For command endorsement block, Flotilla Commander should sign and forward application forms to Division Staff Officer Member Training (DSO-MT) for review. The DSO-MT will ensure information is complete on the application form and consolidate Auxiliary requests for Auxiliary National "C" Schools from the District/Region **and** forward to Commandant (G-OCX-1), U.S. Coast Guard Headquarters Room 3501, 2100 Second Street., SW., Washington, DC 20593. Applications for **other** Coast Guard resident and exportable training courses should be forwarded to the address indicated in Commandant Notice 1540 dated 17 Jul 96. This information is listed as "Send Training Request to" address and is listed on the course description information block for each school.

Block 24/25. For HQ/Area/District Resident and Exportable Courses use only.

Part 4 - The Fiscal/Spare copy may be used for processing functional training Requests which involve Auxiliarists.

Part 5 - (Reverse side) Self-address the franked card in the space provided, using your home address, to insure your acknowledgment will be returned.





## CLASS "C" SCHOOLS

Resident and Exportable Training Courses  
(from COMDTNOTE 1540 including updates)

## CG AUXILIARY COURSES

### Index of Schools

AUX-01 AUX CAREER COUNSELOR AIM-RECRUITING ASSISTANCE SCHOOL  
AUX-02 AUX IT/IT(T) INSTRUCTOR TRAINING AND IT TRAINER SCHOOL  
AUX-03 AUX ATON/CU SCHOOL  
AUX-04 AUX OPERATIONS SCHOOL

### CG AUXILIARY COURSES CLASS "C" SCHOOL DATES/POCs

CIN	Name	Location/CDP	Duration	Class Size	Convening Dates	Send Trng Request To:
AUX-01	AUX CAREER COUNSELOR AIM-RECRUITING ASSISTANCE SCHOOL	TRACEN CAPE MAY,NJ - (1) TRACEN PETALUMA, CA-(2)	4 DAYS	40	09APR97(1) 26JUN97(2)	G-OCX-1
AUX-02	AUX IT/IT(T) INSTRUCTOR TRAINING AND IT TRAINER SCHOOL	TRACEN PETALUMA CA	5 DAYS	40	All Courses cancelled	G-OCX-1
AUX-03	AUX ATON/CU SCHOOL	RESTRACEN YORKTOWN VA	4 DAYS	20	All Courses cancelled	G-OCX-1
AUX-04	AUX OPERATIONS SCHOOL	TRACEN CAPE MAY NJ	4 DAYS	35	All courses cancelled.	G-OCX-1

[Return to Top of Page](#)

[Return to index of "C" Schools](#)